**Position: Receptionist**

Good Spirit Golf Resort is currently searching for a Receptionist.

This is an annual position, running from Mid-April to Mid-October. Must be friendly, reliable, efficient, and bondable. Responsibilities include, but are not limited to answering general phone queries, organizing bookings for accommodations, seasonal RV sites and golf, taking customer payments, coordinating staff and supplies for housekeeping and maintenance, and general bookkeeping. Knowledge of Guest Tracker software and/or POS systems is an asset.

This position’s hours are Monday through Friday, 8:30am-4:30pm with an hourly wage of $15.00.

To apply for this position, please send your resume and cover letter detailing your qualifications for the job to [goodspiritgolf@sasktel.net](mailto:goodspiritgolf@sasktel.net). Please include the position(s) you are applying for in the subject line of the email.